

SNOW HILL POLICE DEPARTMENT

PERSONNEL DIRECTIVE

Core Values

Distribution:		All Employees			Index:	PER 01.02		
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.01 Purpose

To describe the core values of the SHPD and outline the employees' responsibility to uphold them.

.02 Policy

SHPD will develop and preserve the public's confidence and trust in the SHPD disciplinary process.

.03 Procedures

A. Core Values

The following core values will guide the conduct of all employees:

1. INTEGRITY; employees will:
 - a. uphold the public trust by being honest; and
 - b. maintain the highest ethical standards and a moral character.
2. FAIRNESS; employees will:
 - a. treat every person with respect and dignity, and in an unbiased manner;
 - b. remain in control and respond appropriately when dealing with a citizen or an SHPD employee; and
 - c. protect the constitutional rights of all persons through impartial enforcement of the law.
3. SERVICE; employees will:
 - a. provide dedicated and compassionate assistance to all persons and citizens;
 - b. promote leadership, cooperation and assistance to the SHPD and fellow employees;
 - c. promote leadership, cooperation and assistance to allied law enforcement agencies and other governmental entities;
 - d. strive to improve the service we provide, the quality of life in the communities we serve and the relationships we have with the community; and
 - e. obey SHPD rules, regulations and procedures.

B. Employees' Responsibility for Supporting Values

1. Employees are responsible for their own actions and may not transfer to others the responsibility for executing or failing to execute any lawful order or police duty.
2. Employees are responsible for complying with all current SHPD directives, either verbal or written, which may be issued by competent authority; ignorance of the directives, procedures and orders of the SHPD following proper notification is not justification for any violation.
3. Employees will preserve and advance the principles of democracy and freedom in a multi-cultural society by:
 - a. protecting life and property; and
 - b. bringing traffic and criminal offenders to justice.
4. Employees will remain responsive to the community by:
 - a. maintaining the public peace;
 - b. reducing the public's fear of crime;
 - c. remaining sensitive and responsive to concerns and problems;
 - d. actively seeking input from the public; and
 - e. remaining courteous, even in the face of provocation.
5. Employees will maintain the highest degree of professionalism by:
 - a. presenting a neat, professional appearance;
 - b. attending to duties in a thorough and timely manner;
 - c. using appropriate and respectful language when dealing with the public, subordinates and co-workers;
 - d. never using excessive force;
 - e. not impairing fitness for duty through the use of alcohol or other controlled dangerous substances;
 - f. obeying all laws;
 - g. obeying lawful orders;
 - h. submitting accurate, factual and truthful reports;
 - i. not submitting false reports; and
 - j. furnishing name, identification number and duty assignment to any person who is properly entitled to this information.

6. Employees will maintain the highest standards of integrity by:
 - a. not having any contact with a known felon, except as noted in [PER 01.03.05\(G\)](#);
 - b. not disseminating non-public SHPD information to unauthorized people;
 - c. not placing themselves in a position or acting in a manner that would reflect adversely upon the SHPD;
 - d. not consuming alcohol or entering establishments that derive their income primarily from serving alcohol, while on-duty or in uniform; or by bringing alcohol onto any SHPD property, except in the performance of their duties; and
 - e. not engaging in sexual behavior while on-duty or in an SHPD facility or SHPD vehicle while off duty.
7. Employees will treat all people with fairness and dignity by acting impartially and consistently when interacting with subordinates, co-workers, prisoners and the public.

C. Commanders' and Supervisors' Responsibility for Supporting Values

1. Commanders and supervisors have the ultimate responsibility to ensure the integrity and reputation of the SHPD through the fair and equitable investigation of internal matters and application of disciplinary procedures.
2. Commanders and supervisors must be sensitive to the concerns of both the complainant and the employee throughout every internal investigation.
3. Commanders and supervisors will conduct all administrative investigations in compliance with the Law Enforcement Officer's Bill of Rights (LEOBR) and SHPD policy.

Approved:

Thomas G. Davis
Chief

01/24/2017